



GRADUATE PROGRAMS IN REHABILITATION SCIENCES TRAVEL AWARD CRITERIA AND APPLICATION

Research trainees participating in the Graduate Program in Rehabilitation Sciences are eligible for a one time travel award. Below is an explanation of what funds are available to students:

- \$500 will be available for MSc students and Post-Doctoral Fellows
- \$1000 will be given to PhD students
- Students will be able to apply for the travel award up to **1 year** after attending the conference as well as up to 1 year after the completion of their degree

Please note: Students holding scholarships that have a research/travel allowance (including, but not limited to, CIHR Doctoral awards, Mitacs fellowships) are ineligible to apply for the RHSC Travel Award, but are still eligible for the G+PS Graduate Student Travel Fund.

Eligibility Criteria

Please review the following eligibility criteria carefully. You must meet all criteria in order to be eligible for the RHSC Travel Award:

- present at a symposium or conference a refereed/invited paper of which he/she is the first author and the School is acknowledged;
- at the time of the conference, you must be registered as a full-time student or present during or within one year of completing training program. If you are no longer currently registered in the MSc or PhD degree, please indicate the date of the presentation _____ and your completion date _____;
- have applied for a travel grant from the Faculty of Graduate Studies (if a full-time student). See more information at <http://www.grad.ubc.ca/awards/index.asp?menu=008,001,000,000>. **Students are required to submit a copy of their G+PS travel fund application.**

Application Process

- An application form using the G+PS graduate student travel award form which can be accessed at <http://www.grad.ubc.ca/forms/?=SAW>
- An application form that has signatures from the research trainee and the supervisor.
- Proof of acceptance of their paper at the conference.
- A copy of the cheque statement or denial letter/e-mail from the Faculty of Graduate Studies **(if a full-time student)**.
- Original receipts for reimbursement of air travel, or other expenses to be reimbursed.

A copy of the following completed checklist with signatures.

Use this space or an additional page to provide explanation if any of the criteria or steps in application process were not met. Providing an explanation does not guarantee that these criteria or processes will be waived.

Signatures provided by the Supervisor and Chair indicate that research trainee has met all criteria or student has met most criteria and sufficient explanation has been provided for those criteria waived.

Research Trainee Supervisor

Graduate Program Chair

Date: _____

Graduate Programs in Rehabilitation Sciences GRADUATE PROGRAMS IN REHABILITATION SCIENCES TRAVEL FUND

Procedure & Payment Information

Applications for reimbursement will be accepted only after travel is completed. Otherwise, there is no deadline for submission. It normally takes two to four weeks for Financial Services to process travel requisitions.

Eligible Expenses

- Travel (at economy airfare prices)
- Accommodation
- Conference registration
- Meals

For information about per diem rates and other eligible travel expenses please see UBC Policy #83 - Travel and Related Expenses at <http://www.universitycounsel.ubc.ca/files/2013/04/policy83.pdf>.

Application for Reimbursement

Students must submit the following to [Michael Jenner](#):

- Completed Application Form (pages 2 & 3 below) - must be signed by student **and** faculty supervisor.
- Proof of conference presentation - a copy of the conference program (preferred), letter, or e-mail listing student's name and the title of student's poster/presentation
- Complete conference program agenda, if claiming meals. Actual meal receipts or per diem can only be claimed for meals not provided or included in conference registration.

Reimbursement to Student

- In addition to application materials listed under "Application from Reimbursement" student must submit **original, itemized, and dated receipts**. Credit card statements are not acceptable.
- Paper airline tickets must be accompanied by the travel agency invoice. In the case of electronic tickets, submission of a copy of the itinerary/receipt is acceptable. (Invoice or itinerary/receipt must show ticket number, breakdown of cost and form of payment). If a boarding pass was provided, please submit with receipts.
- Please note that original receipts will **not** be returned

- Cheques will be generated by Financial Services and sent to the mailing address listed on the application form.

Please submit complete applications to:	Please direct questions to:
Michael Jenner	michael.jenner@ubc.ca
212-2177 Wesbrook Mall, Vancouver, BC, V6T 1Z3	
Please also keep a copy of the submitted paperwork for your own records.	

GRADUATE PROGRAM IN REHABILITATION SCIENCES STUDENT TRAVEL FUND- APPLICATION

Last Name:	First Name:	
UBC Student No:	SIN no:	
Mailing Address (where cheque will be mailed):		
City:	Province:	Postal Code:
E-mail Address:		

Please check all that apply:

Graduate Registration

- I was registered as a full-time UBC graduate student at the time of the conference

Research Graduate Student Travel Fund Application

- I have completed all relevant sections of the Graduate Student Travel Fund Application
- I have signed and dated the Graduate Student Travel Fund Application
- My faculty supervisor has signed and dated the Graduate Student Travel Fund Application on _____ (date)

Proof of Presentation

- I have included a copy of the conference program (preferred), letter, or e-mail listing my name and the title of my poster/presentation
- I have highlighted my name and the title of my poster/presentation.

Receipts

- I have attached original, itemized, and dated receipts.
- I have included a missing receipt memo if necessary (see * below)
- I am claiming meal expenses, and therefore I have submitted a copy of the **complete** conference program

Previous Travel Claims

- Yes, I have previously received funds from the Faculty of Graduate Studies (G+PS) Graduate Student Travel Fund. **If yes, please note that you are eligible to receive funding FROM (G+PS) only ONCE PER DEGREE PROGRAM.**

UBC has a contract with a travel agents and airlines which offer special rates to students who are making university-related travel. For further information on travel rates for students at UBC please refer to <https://www.supplymanagement.ubc.ca/travel>.

***Missing Receipts:**

UBC has strict guidelines regarding claims submitted without a valid receipt. Under special circumstances, small expenses where the receipt is lost or was never issued may be allowed on condition that the claimant and the supervisor sign a memo on letterhead attesting to the loss of the receipt and that the expense will not be claimed through any other source. Samples can be found on <http://www.universitycounsel.ubc.ca/files/2013/04/policy83.pdf>.

GRADUATE PROGRAM IN REHABILITATION SCIENCES STUDENT TRAVEL FUND- APPLICATION (Page 2)

Conference Title:	
Conference Location: (City and Country)	
Start Date of Conference:	
End Date of Conference:	
Title of Paper/Poster Presented:	

	\$ Amount	Currency	Office Use Only
Airline:			
Car Rental:			
Mileage:			
Other Transportation:			
Meals (if not included in conference registration) Receipts or per diem:			
Accommodation			
Conference Registration:			
TOTAL EXPENSES:			

I hereby certify that the travel expenses claimed above comply with UBC policy #83 (Travel Policy)

Student Signature:
Date: